Create a Town Hall in Content Hubs

Last Modified on 07/22/2026 2:36 pm IDT

This article is designated for administrators.

About

When you create a Town Hall, you'll set the date and time and design a dedicated event page for your audience.

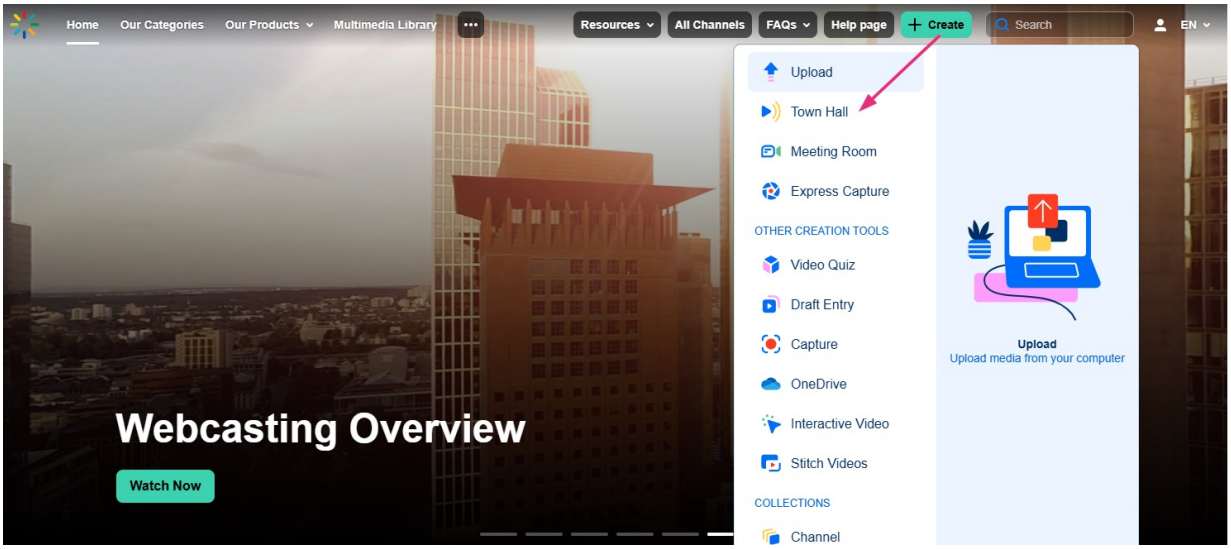
This page acts as the event's hub - providing key details beforehand and, when the time comes, serving as the live stream and archive.

You can edit it as needed and adjust privacy settings to keep it private until you're ready to share it.

You must have the Theming module enabled and the 'createtownhall' feature within it enabled. If you don't have Theming enabled on your account, please see our article Create a Town hall event.

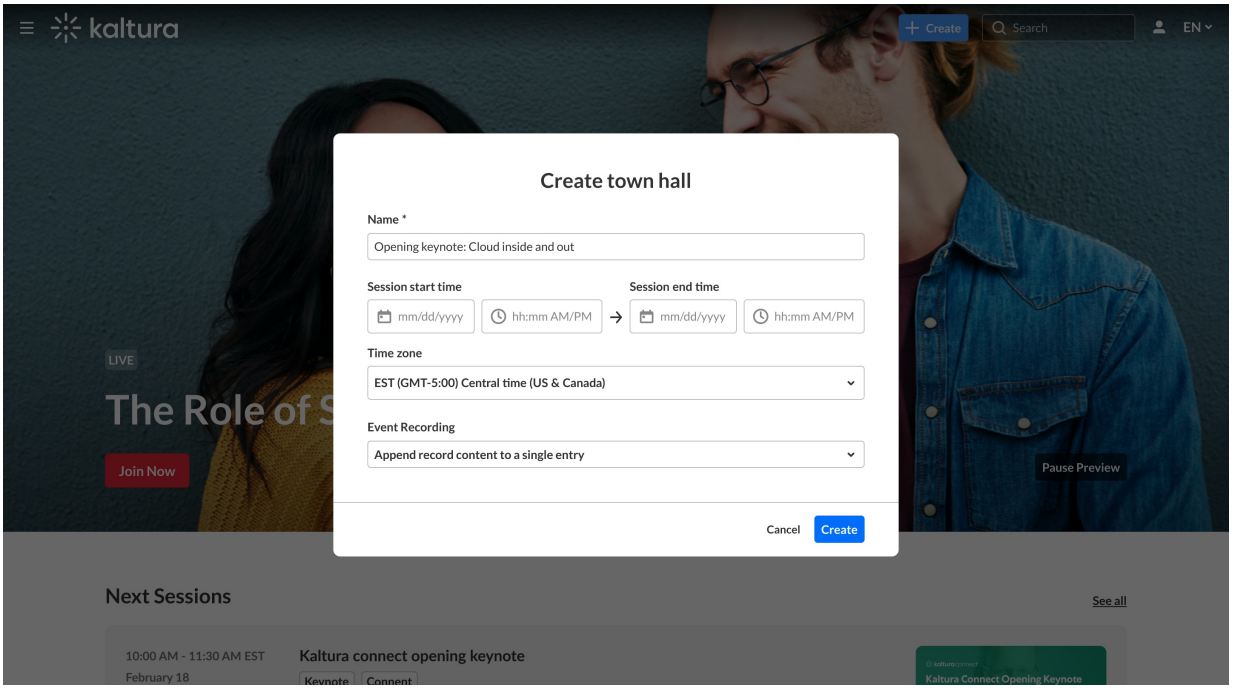
Create a Town Hall

1. In your Video Portal, click the **+Create** button and select **Town Hall** from the drop-down menu.



The Create town hall window displays.

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2. Enter values for the following fields to describe the event:

- **Name** (Required) - Enter a name to be displayed in the event page.
- **Session schedule** - Select the dates and times, and make sure to include enough buffer in case the event continues beyond the allotted time.

>
> Event duration must be less than 24 hours. If the allocated time exceeds 24 hours, an error message will display notifying that.

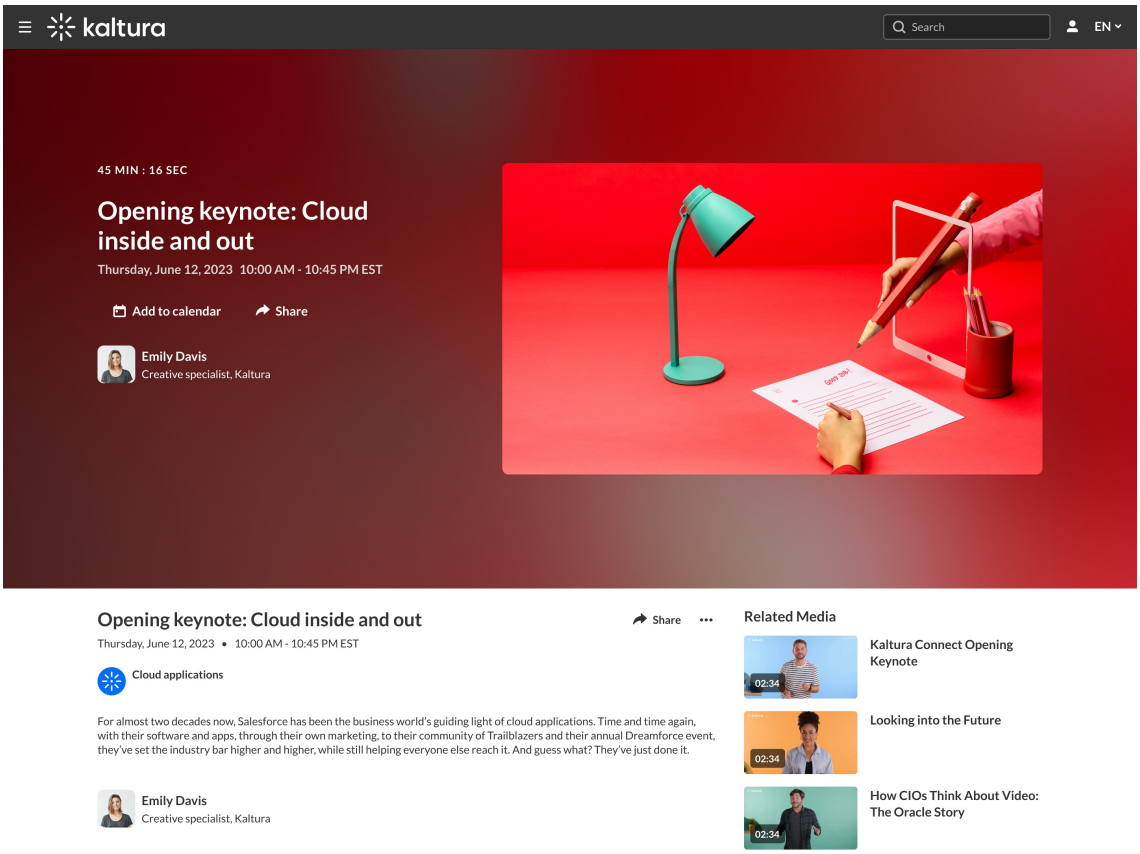
- **Event Recording** - Choose one of the two options:
  - **Append recorded content to a single entry** - Each time a broadcast session finishes the content the recording of the session will be added to the entry content thus making one long recording.
  - **Export each broadcast to VOD entry**- Once a broadcast finishes the recording will automatically be archived and a new VOD will be created. If slides were used during the broadcast they will also be migrated as part of the archiving process, see here for more information.

>
> The **Event Recording** option cannot be updated once the webcast has been created.

3. Click **Create**.

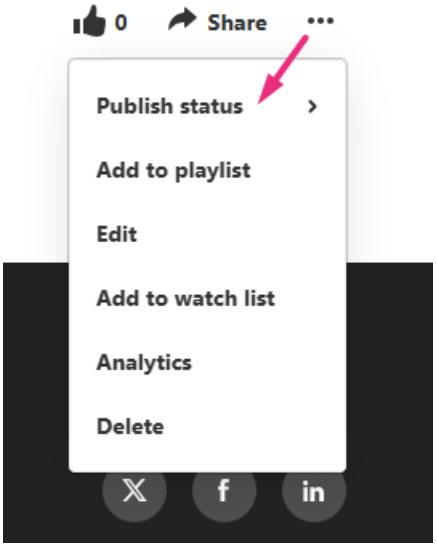
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You are redirected to the event page.



Publish your event

1. If you would like to publish your town hall, click the three-dot menu under the media page and select **Publish status**.



2. Under **Publishing Status**, click **Publish**, then choose the location you would like to publish to. See our article Publish media - Theming for more information.

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